



## **DERELICT BUILDING GRANT PROGRAM**

### **Certified Asbestos Inspection Application Instructions**

The Department would like to extend an opportunity for eligible applicants to receive assistance with asbestos inspection costs for projects scheduled between September 1 and December 1 of 2015. A primary focus area of the Derelict Building Grant Program is asbestos inspection and removal. Asbestos is a cancer causing carcinogen that requires special handling from the point of removal to final disposal in a landfill. Absent property owners mean buildings are sitting unattended, and lack of maintenance leads to building deterioration. If a building collapses and the presence of asbestos is unknown, it can double the cost for removal of the building materials and increase the economic burden on the community. This round of funding may be used by eligible communities to investigate and identify the amount of asbestos present in a building that is part of a larger deconstruction or renovation project.

#### **Eligibility**

- Applicants: any county or municipal government with a population of less than 5,000.
- Project Eligibility: any commercial or public building that has been unoccupied for 6 months or more that a city or county government has ownership of.
- If a building is listed on the National Register of Historic Places it is not eligible for this program.

#### **What types of assistance is available?**

- Certified asbestos inspection: Iowa certified asbestos inspectors will investigate derelict structures to determine the presence, prevalence and condition of asbestos and provide applicant with asbestos report and cost estimate for abatement of asbestos from building(s) if any found.
- 100% reimbursement for a certified ACM inspection.

#### **When/How will funds be available?**

- Funds will be released on a **reimbursement basis** after a correctly completed Grant Expense Sheet and supporting documentation (i.e. invoice, receipt, purchase order) has been received by the Department.
- Project costs incurred prior to an executed agreement, after the ending date of the agreement's Time of Performance or costs not identified in the agreement budget, are ineligible for reimbursement.
- Awarded amounts may not equal funding requests.

#### **Proposals**

##### Contact Information

Questions regarding the Derelict Building Program in general or questions related to the preparation including submittal of proposals should be addressed to:

Scott Flagg  
Environmental Specialist  
Department of Natural Resources  
502 E 9<sup>th</sup> Street  
Des Moines, Iowa 50319-0034  
Phone: 515-725-8318  
Email: [scott.flagg@dnr.iowa.gov](mailto:scott.flagg@dnr.iowa.gov)

##### Deadline

One hardcopy proposal must be submitted no later than 4:00 p.m. (local time) on August 21, 2015. Any proposal received after this deadline will be rejected. The cost of proposal preparation and delivery is the sole responsibility of the applicant.

##### Submittal & Scoring Criteria

One (1) hardcopy proposal including one street level color photo of building from the front and to conserve paper, please print on both sides of submitted pages and submit stapled or paper clipped copies of application- no plastic folder submissions and only submit application pages 2-4. Do not submit page 1 of the application. Proposals will be reviewed, scored and ranked based on the completeness, clarity, and responses provided in application.



**DERELICT BUILDING GRANT PROGRAM  
CERTIFIED ASBESTOS INSPECTION APPLICATION COVER PAGE**

**Applicant Name:** \_\_\_\_\_

**Applicant:**

☐ City Government

☐ County Government

Population \_\_\_\_\_

Population \_\_\_\_\_

**Designated Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Amount of Funding Requested:** \$ \_\_\_\_\_

**Total Project Cost:** \$ \_\_\_\_\_

**Derelict Building Address:** \_\_\_\_\_

**Derelict Building Number of Stories and Total Square Footage:** \_\_\_\_\_ story \_\_\_\_\_ sq. feet

**Year of building construction:** \_\_\_\_\_

**Has building been unoccupied for a minimum of 6 months?** ☐ Yes ☐ No

**If no, this building is not eligible for funding under this program.**

**For Non- Renovation and Non-Deconstruction Projects:** Describe the history of the building and events that have led to the building becoming derelict. Describe the future plans for the property. Preference is given to applicants who can document that the redevelopment plan includes a job creation or revenue generating component. It is important to answer all of the above items for this category (if applicable) as thoroughly as possible. Failure to do so will reduce overall application score. (Limit to 500 words)

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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### BUDGET DETAIL

The applicant needs to list each item and provide the amounts for DNR Request and the Total Cost columns.

**IMPORTANT NOTE: THE DB PROGRAM IS A REIMBURSABLE PROGRAM.** If selected, the applicant pays the contractor and in turn submits proof of payment, contractor invoice, any additional documents and program provided reimbursement sheet to the Department for processing the reimbursement for each budgeted item.

Item & Quantity	DNR Request	Total Cost
	\$	\$
	\$	\$

**Applicant is responsible for securing three bids for each item they are requesting funding assistance for. Bids should be included as supporting documents for each application. If three bids cannot be secured for each task that an applicant is seeking reimbursement for, please provide a reason in the below narrative.**

### MILESTONE DETAIL

Provide a project timeline that describes the major milestones of the project. List the task and activity to be accomplished, provide a start date, an end date as well as the group/person responsible for completing the task.

PROJECT TASK / ACTIVITY	TASK/ACTIVITY START DATE	TASK/ACTIVITY END DATE	GROUP / PERSON RESPONSIBLE

**Photos:** Applicant is required to provide a printed digital street-level color photo of the front of the derelict building to deliver a better understanding of the current building conditions.



## DERELICT BUILDING GRANT PROGRAM INSURANCE CLAUSE

**1. Insurance Policies** Grantee shall maintain in full force and effect, with insurance companies of recognized responsibility, at its expense, insurance covering its work of the type and in amounts required by this Agreement, including any extensions and renewals. Grantee's insurance shall, among other things, be occurrence based and shall insure against loss or damage resulting from or related to the Grantee's performance of this Agreement regardless of the date the claim is filed or expiration of the policy. The State and DNR shall be named as additional insured's or loss payees, or the Grantee shall obtain an endorsement to the same effect, as applicable.

Unless otherwise requested by DNR, Grantee shall, at its sole cost, cause to be issued and maintained in effect during the entire term of this Agreement not less than the insurance coverage's set forth below each naming DNR and the State as an additional insured or loss payee, as applicable:

### 2. Type of Insurance

Type of Insurance	LIMIT	AMOUNT
General Liability (including Agreement liability) written on an occurrence basis	General Aggregate	\$
Property Damage	Aggregate	\$
Workers Compensation and Employer Liability	As Required by Iowa law	\$

**3. Claims Provision** All insurance policies required by this Agreement must provide coverage for all claims arising from activities occurring during the term of the policy regardless of the date the claim is filed or expiration of the policy.

**4. Certificates of Coverage** All insurance policies required by this Agreement shall remain in full force and effect during the entire term of this Agreement and any extensions or renewals thereof and shall not be canceled or amended except with the advance written approval of DNR. The Grantee shall submit certificates of the insurance, which indicate coverage and notice provisions as required by this Agreement, to DNR within 10 days of the date DNR enters into this Agreement. The certificates shall be subject to approval by DNR. The insurer shall state in the certificate that no cancellation of the insurance will be made without at least 30 days prior written notice to DNR. Approval of the insurance certificates by DNR shall not relieve the Grantee of any obligation under this Agreement.

**5. No Limitation of Liability** Acceptance of the insurance certificates by DNR shall not act to relieve Grantee of any obligation under this Agreement. All insurance policies and certificates shall be issued only by companies authorized to transact business in the State. It shall be the responsibility of Grantee to keep the respective insurance policies and coverage's current and in force during the life of this Agreement.

**6. Warranty** Grantee warrants that it has examined its insurance coverage to determine whether DNR and the State can be named as additional insured's without creating an adverse effect on Grantee's coverage.

**7. Waiver of Subrogation Rights** Grantee shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against DNR or the State. The waiver of subrogation rights shall be indicated on the certificates of insurance coverage supplied to DNR.